

Changing Your Distribution Account (aka EDORDA) – Section 6.0e



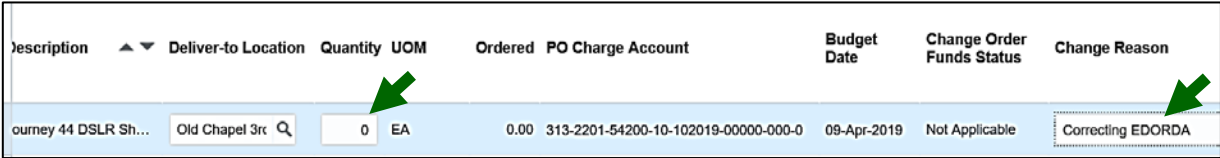
This process is used should you need to change your distribution account information (aka EDORDA). You may need to change your EDORDA due to budget changes or human error. One example of why you would be if you may have not had changed your EDORDA for each line item during requisition processing. If your PO does not have the correct EDORDA, you will need to do the following steps prior to processing your invoice.

Additional Resources:

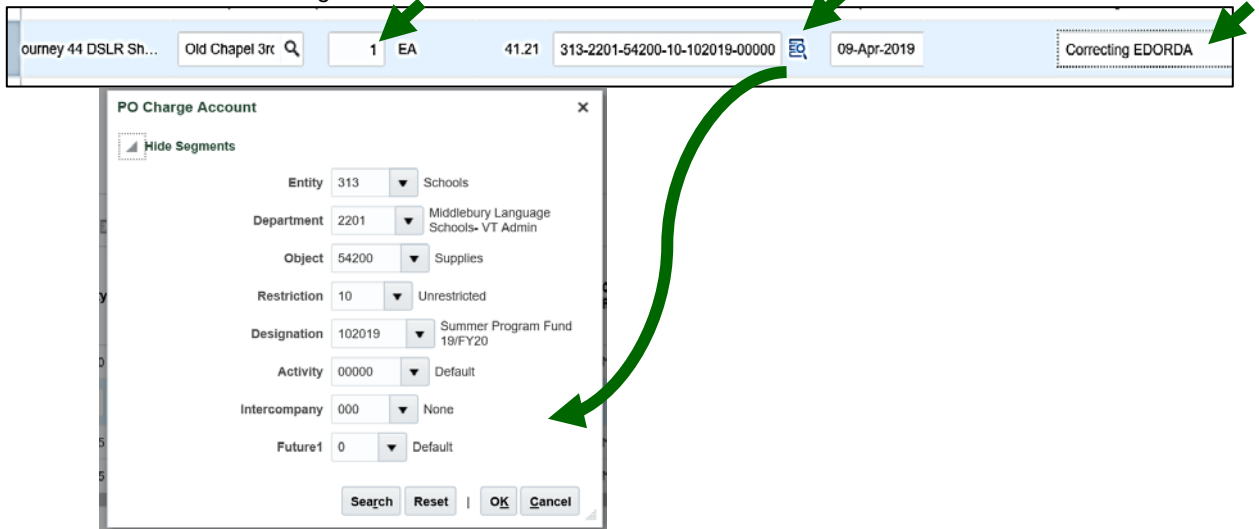
- [Procurement Knowledge Base](#)
- cheryl.foster@gmhec.org or procurement@gmhec.org

Audience: All

In order to create a successful matched invoice, there may be times a Change Order must be created should there have been any changes from the time of ordering to the time of invoicing.

Process Step & Description	Action
<p>Special Note</p>	<p>Note: When creating your requisition, if you did not add yourself as the Suggested Buyer, you will not be able to edit your PO. Only the Buyer can edit the PO.</p> <p>* Suggested Buyer <input type="text"/>  (Screenshot from the requisition page)</p>
<p>6.0e Changing your EDORDA</p>	<p>After you have followed the steps in either 6.0a or 6.0b, you can now edit your PO.</p> <p>To change your EDORDA, you will need to create splits. In the following example, the object code will be corrected.</p> <p>Go to Distributions tab and create splits.</p>  <p>The split icon is the one that looks like a wishbone!</p> <p>Highlight the first line that needs to be corrected and click the wishbone.</p> <ul style="list-style-type: none"> • In the original line: <ul style="list-style-type: none"> ○ Zero out the quantity ○ Add a change reason  <ul style="list-style-type: none"> • In the new line created by the split: <ul style="list-style-type: none"> ○ Add the correct quantity

- Click the charge account icon to correct your EDORDA. Click okay in the pop-up box to save your new EDORDA
- Add a change reason



As you can see below, the quantity has been zeroed out, making the original line now empty. The corrected EDORDA is now in the newly created line from the split.

Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account	Budget Date	Change Order Funds Status	Change Reason
ourney 44 DSLR Sh...	Old Chapel 3rd Fir. Cop	0	EA	0.00	313-2201-54200-10-102019-0000-000-0	9-Apr-2019	Not Applicable	Correcting EDORDA
ourney 44 DSLR Sh...	Old Chapel 3rd Fir. Cop	1	EA	41.21	314-3201-54200-10-000000-00000	09-Apr-2019		Correcting EDORDA

Click "Submit" when you are ready to submit your change:



A pop-up appears confirming your changes have saved. Click "OK"

